

**Minutes of the Meeting  
January 16, 2018**

The Durham County ABC Board met at the administrative office, 2634 Durham Chapel Hill Boulevard, on the 16<sup>th</sup> day of January, 2018.

Board Chair, Andy Miller, called the meeting to order at 5:30 p.m.

Board members Donald Lebkes and Beverly Thorpe were present. General Manager Rufus Sales, attorney George W. Miller, Jr., Durham County ABC Finance Officer Lee Keatts, Durham County ABC Support Services Director Perlle Davis and Durham County ABC Chief Natausha Pettiford were also in attendance.

**Conflict of Interest Review and Declaration**

Chair Miller read the Board's Conflict of Interest Review and Declaration statement and asked Board members if they have an actual conflict or appearance of a conflict of interest with any items coming before the Board and, if so, does the Board member wish to recuse him or herself from deliberating and voting on the matter. All Board members present verbalized that they have reviewed the agenda and do not have any conflicts.

Chair Miller requested to remove from the agenda the topic of hiring an Assistant General Manager under Other Business. He suggested that the discussion be moved to the February Board Meeting. Mr. Lebkes motioned to adopt the agenda with the amendment. Ms. Thorpe seconded the motion and the Board approved unanimously.

**Consent Item**

The consent item approved was the December 18<sup>th</sup> Board Meeting Minutes. Mr. Lebkes motioned to approve the December Board Meeting Minutes as presented. Ms. Thorpe seconded the motion and the Board approved unanimously.

**General Business**

**Public Comment**

Chair Miller stated that there are not any members of the public in attendance.

**Financial Report**

Mr. Keatts reported that sales for the month of December were in line with the budget and meet ABC performance goals. The Board had a general discussion regarding factors affecting sales during the month.

**Support Services Report**

Ms. Davis stated that the support services report was included in the meeting packet and requested questions or comments from the Board. She noted a reduction in credit card duplicate transactions and occasional dropped sales transactions due to EMV processing. Ms. Davis updated the Board regarding POS proposals. She stated that she received one proposal today and expects to receive two more before the deadline of January 18<sup>th</sup>.

### **Law Enforcement Report**

Chief Pettiford reported to the Board on law enforcement activity during the month including security at retail stores during the busy holiday season and a larceny with subsequent arrest.

### **General Manager's Report**

Mr. Sales reported record sales in the amount of \$72K at Store #11 on Saturday before Christmas. The previous record was at the same location and totaled \$61K. Noteworthy, the Hope Valley Road Store had a \$60K day in sales last month.

Mr. Sales reported a power outage at the Holloway Street Store that resulted in store closure for four hours prior to New Year's Eve. The recent inclement weather caused a four-hour delay in opening retail stores.

Mr. Sales stated that employee performance reviews are being conducted. He reported that there are presently three vacant Assistant Manager positions. Promotions will be based on both performance reviews and seniority. Interviews for two full-time Clerks will take place tomorrow. Board members are invited to observe or participate in the interviewing process.

### **Follow-up Items**

- **Financial Investment**  
Mr. Keatts stated that the allotted DCABC funds will be deposited in investment accounts within ten days.
- **Point of Sale Systems Review**  
Mr. Sales stated that the formal RFP process was required for bids on a new Point of Sale System. He noted that the published RFP specified that bidders must have previous experience with NCABC Systems.
- **Disaster Recovery Plan**  
Mr. Sales stated that he has been unsuccessful in locating a disaster recovery plan for DCABC to use as a template. Therefore, he plans to designate a team to assist him in creating a plan that suits the needs of the organization. The draft plan will be presented to the Board for consideration.
- **Feasibility Study**  
Mr. Sales stated he and Mr. Keatts met with JLL and provided all requested information for JLL to perform a feasibility study. The process is expected to take six weeks for completion and the findings will be presented to the Board.
- **ZoomGrants**  
Ms. Davis reported to the Board on the status of ZoomGrants. She stated that user accounts are now set up and DCABC's previous grant specifications are integrated in the new system. Ms. Davis requested that the Board review the settings before use. Ms. Thorpe volunteered to review the grant program specifications.

### **Other Business**

#### **Revision of Acting Positions Policy**

Mr. Sales stated that current policy requires Board approval to assign an employees to an acting positions. Mr. Sales recommended to the Board a revised policy removing the requirement that all employees assigned to acting positions or promoted to new positions be brought before the Board for approval. Also, the revised policy removed the requirement that an acting employee automatically be promoted to the higher position permanently after one hundred and eighty days of performing the duties of that position. Mr. Lebkes motioned to adopt the revised Acting Positions Policy. Ms. Thorpe seconded the motion and the Board approved unanimously.

#### **Revision of Adverse Weather Policy**

Mr. Sales reported to the Board that there is not a policy in place addressing employee compensation during emergency store closures. Examples of such closures include inclement weather and power outages. After consulting with other ABC Boards, Mr. Sales drafted a policy for Board approval requiring employees to make up time they miss during store closures when they are compensated for working. The Board had a general discussion regarding how to implement this policy. Ms. Thorpe suggested that the policy revision be revisited at the next Board Meeting. Mr. Lebkes seconded the motion and the Board approved unanimously.

#### **Revision of Warehouse Job Descriptions**

Mr. Sales recommended to the Board that the Warehouse Manager and Assistant Manager's job descriptions be amended to include the requirement of obtaining a CDL within three months and forklift certification within two months of policy implementation. The Board had a general discussion regarding employee training programs. Mr. Lebkes motioned to approve the requirement for the Warehouse Manager and Assistant Manager to hold CDL and forklift certification. Ms. Thorpe seconded the motion and the Board approved unanimously.

#### **Closed Session**

Mr. Lebkes motioned for the Board to go into closed session per G.S. § 143-318.11(a): (3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged; (6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. Ms. Thorpe seconded the motion and the Board approved without objection.

#### **Open Session**

Chair Miller stated that the Board is back in open session.

#### **Adjournment**

Mr. Lebkes motioned to adjourn the meeting. Ms. Thorpe seconded the motion and the Board approved without objection.

Approved By: 